



California Public Employees
Retirement System

**PROGRAMMER II
OPEN EXAMINATION SPOT: SACRAMENTO COUNTY
EXAM CODE: 5PABC
CONTINUOUS EXAMINATION FILING**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO MAY APPLY This is an **OPEN – SPOT continuous examination for the Public Employees' Retirement System (CalPERS)**. Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months.

HOW TO APPLY All applicants must complete the **Training and Experience Examination (link on the following page)** **AND** submit a **Standard State Application (678)** with any required educational documentation (if applicable). Applications **(including the examination affirmation page)** must be received within **14 days of completing the online examination**.

Applications are available through the internet at <http://www.jobs.ca.gov> and may be filed in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

Deliver in Person: Between 8 am - 5 pm

CalPERS
Human Resources Division
Exam Services Attn: Michelle Gomez
400 P Street, 3rd FL, Room 3260, LPN
Sacramento, CA 95814

Mailing Address

CalPERS
Human Resources Division
Exam Services Attn: Michelle Gomez
P.O. Box 942718
Sacramento, CA 94229-2718

PLEASE INCLUDE EXAM CODE 5PABC ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

FINAL FILING DATE Applications will be accepted on a Continuous basis.
CONTINUOUS FILE

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065.

MONTHLY SALARY RANGE Minimum \$4,217 Maximum \$5,542

POSITION DESCRIPTION AND LOCATION The Programmer II is the journey level programming class. The Programmer II is assigned duties and responsibilities that commensurate with their background and training. Under general direction, the Programmer II plan and develop programs to be processed by information technology system equipment; under close supervision, to perform systems analysis or systems programming (software) work; and to do other related work.

Positions exist with the California Public Employees' Retirement System in Sacramento, California.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable). **All applicants must submit proof of the required education (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

EXAMINATION INFORMATION **TRAINING AND EXPERIENCE EXAMINATION WEIGHTED 100.00%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be

assessed based on pre-determined rating criteria. All applicants must complete the entire examination. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination.

Click the link below to complete the Training and Experience Examination:

<https://www.calpers.ca.gov/Talent4Us/>

CalPERS and the California Department of Human Resources (CalHR) reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**MINIMUM
QUALIFICATIONS**

Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

EITHER I

One year of experience in the California state service performing programmer duties comparable to a Programmer I (Range B).

OR II

One year of progressively responsible experience in information technology systems study, design, and programming that included responsibility on an information technology system project for analyzing operational methods and developing computer programs to meet desired results, including, under supervision, planning and developing programs performing information technology systems analysis and systems programming.

OR III

Completion of at least 60 semester units or 90 quarter units at a recognized college or university, of which 12 semester or 18 quarter units are comprised of information technology coursework.

OR IV

Successful completion of a recognized programmer apprenticeship program including programming courses with related laboratory work.

**DEFINITION OF
TERMS IN MINIMUM
QUALIFICATIONS**

The words ***"performing the duties of..."*** means that the applicant must have the amount of experience in State civil service in the class specified (or on a training and development (T & D), or approved out-of-class assignment to the classification.

"Equivalent to graduation from college..." is defined as satisfaction of the requirements for a bachelor's degree from an accredited college. This means the applicant must show receipt of a bachelor's degree (4 year college degree).

"Equivalent of academic courses..." is defined as Computer Science or Information Technology courses from an accredited college or from an accredited institution recognized by the ACICS or the ACCSCT .

**EXAMINATION
SCOPE**

TRAINING AND EXPERIENCE - WEIGHTED 100.00%

Knowledge of:

1. The principles and practices of computer programming in order to effectively work within an information technology system.
 2. General operating principles of an information technology system in order to interface with the operating system.
 3. Capabilities and limitations of information technology system equipment to conduct programming and analysis needs.
 4. Various types of databases (mainframes, relational, etc.) in order to extract information to develop reports and to transmit information.
 5. Various types of programming languages (Java, COBOL, Oracle, PL/SQL etc.) to develop applications.
 6. Systems analysis techniques in order to determine system errors, process requests, review code,
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and to learn aspects of systems.

7. The steps involved in testing a program in order to effectively debug a program and ensure quality of application.
8. Common sources of bugs in code (i.e., logic and syntax) in order to effectively identify and fix application errors.
9. Algorithm and problem design in order to design programs, create flow charts, diagrams, and pseudo code.
10. Basic computer software (Microsoft Word, Excel, Notepad, etc.) in order to write code, perform analysis, create flowcharts, etc.
11. CalPERS security standards in order to safely transmit, receive, and maintain data.
12. CalPERS coding standards in order to ensure consistency within products and to assist in maintainability.
13. How to document various programmer tasks in order to create manuals, guides, and formal documentation.

Skill to:

1. Write various syntax and code to develop/modify applications.
2. Read and interpret various syntax and code to maintain existing applications.
3. Analyze data and draw logical conclusions to effectively conduct problem resolution.
4. Detect errors in programs to effectively identify application errors.
5. Analyze errors in programs to effectively fix application errors
6. Use programming principles and procedures in order to develop, maintain, and deploy applications.
7. Use programming tools (e.g., text editor, debugger, compiler, translator) in order to conduct programming tasks.
8. Present solutions to problems with clarity and precision in written and/or graphic form.
9. Perform basic arithmetic operations (e.g., adding, subtracting, multiplication, division) to make basic calculations.
10. Establish and maintain cooperative working relationships with various individuals to ensure work issues/workload information is relayed accurately.
11. Communicate effectively orally and in writing to ensure information is relayed accurately.
12. Write effectively, in English, in various formats (e.g., email, statements, manuals) designed to meet audience needs to effectively and accurately communicate necessary information.
13. Draw logical diagrams to create flow charts and document processes and how programs interact.
14. Evaluate situations accurately to take effective actions in performance of work duties.
15. Test computer programs to check application logic.

Ability to:

1. Reason logically and creatively to understand user interaction with the application, develop programs, conduct analysis, etc.
2. Write object-oriented programs for batch and online programs.
3. Learn new information to effectively apply it in workplace situations.
4. Communicate clearly and effectively both verbally and in written format to complete work assignments.
5. Meet deadlines in a timely period.
6. Interact effectively with co-workers, supervisors, and others in response to various work related matters to contribute to the overall efficiency and productivity of the organization.
7. Utilize already documented procedures to complete a task.
8. Read and write database queries using SQL or PL/SQL in the development of applications.

CAREER CREDITS

Career Credits **will not** be granted in this examination.

**VETERANS
PREFERENCE**

Veterans Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. Veterans Preference is not granted once a person achieves permanent civil service status. How to apply for Veterans Preference is listed below in the General Information section.

**ELIGIBLE LIST
INFORMATION**

Names of successful candidates will be merged onto the existing CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after twelve (12) months. The resulting eligibility list will be used to fill vacancies at CalPERS.

QUESTIONS

If you have any questions regarding this announcement, please contact CalPERS Exam Services Unit – **Michelle Gomez at (916) 795-9656.**

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CalPERS personnel office and online at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

CalPERS reserves the rights to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at California Department of Human Resources (CalHR) Jobs Center.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

Career Credits: Career Credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

How to Apply For Veterans Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Service for the Deaf or Hearing Impaired: From TDD Phones: 1-800-735-2929, From Voice Phones: 1-800-735-2922.